

National Aeronautics and
Space Administration
Office of the Administrator
Washington, DC 20546-0001



August 13, 2009

TO: Directors, NASA Centers
Executive Director, Headquarters Operations
Executive Director, NASA Shared Services Center

FROM: Chair, Incentive Awards Board

SUBJECT: Request for 2010 Agency Honor Awards Nominations

On behalf of the Incentive Awards Board (IAB), I invite you to submit your nominations for the 2010 NASA Agency Honor Awards to the NASA Shared Services Center (NSSC) by November 2, 2009. An instruction package is enclosed.

The cornerstones of this year's Honor Awards are:

- The Agency's mission, values, strategic goals, and the contributions of both individuals and groups toward their achievement.
- The Agency's awards vision--awards are given for the right contribution, to the right people, and in the right way.
- The focus on recognizing teamwork and collaboration across the Agency.

The Administrator and I are personally dedicated to recognizing and rewarding excellence throughout the Agency without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, grade, or occupation. Your nominations should represent a diverse population and the most deserving individuals within your organization.

If you have any questions or need additional information, please contact Gaile Eastman, Technical Coordinator, at (202) 358-1504.


Charles H. Scales

Enclosure

PART 1: AGENCY HONOR AWARDS NOMINATION INSTRUCTIONS

Nomination Documentation Guidelines: The NASA Automated Awards System (NAAS) will be utilized to submit and process Agency award nominations. Submissions must be entered into NAAS no later than November 2, 2009.

Numerical Allocation Guidelines: Each Center will use the following numerical allocation to nominate qualified employees in their workforce:

- 1.5 percent of the permanent and term civil service population.
- 0.1 percent of the full-time, onsite, near-site (within 20 miles), prime, and support contractor workforce.

Centers have the discretion to use civil service allocations for non-civil service nominations and vice versa.

Jet Propulsion Laboratory employees are eligible for Government employee awards under the NASA Honor Awards Program (see NPR 3451.1, Chapter 5).

Centers may not submit nominations in excess of their numerical allocations.

The award justification must be cogent and cite specific facts, activities, and accomplishments in support of the nomination and not a conclusion about the value of a described event.

Ensure that **all** members of a group award are included in the original nomination. Additions are not permitted after submission to NSSC and will not be considered.

The calculation table for each Center is in **Part 2: Numerical Guidelines for 2010 Agency Honor Awards**. Please note that the sum for each Center does not take into account approved out-of-cycle awards for the fiscal year.

Nominations for the following awards **do not** count against these numerical allocations:

- Group Achievement Award (GAA), Public Service Group Achievement Award (PSGAA), Exceptional Technology Achievement Medal (ETAM), Exceptional Administrative Achievement Medal (EAAM), Exceptional Engineering Achievement Medal (EEAM), Exceptional Scientific Achievement Medal (ESAM), Equal Employment Opportunity Medal (EEOM), Exceptional Bravery Medal (EBM), Outstanding Leadership Medal (OLM), and Certificate of Appreciation (COA).
- Medals (such as Distinguished Service Medal (DSM), Outstanding Leadership Medal (OLM), and Exceptional Service Medal (ESM)) for the Shuttle and International Space Station crewmembers and Lead Flight Directors for participation in spaceflight missions that require written justification, identifying specific contributions for which the astronaut/nominee is being recognized.

Enclosure

Nomination justification must be succinct (not exceeding 3,500 characters in NAAS) and meet the criteria as stated in **Part 3: Description and Criteria of All NASA Honor Awards**. Additional reference and guidelines are provided in **Part 4: Demonstrated Relevancy to NASA's Mission, Strategic Goals, and Core Values, As Well As NASA's Awards Vision**.

PART 2: NUMERICAL GUIDELINES FOR 2010 AGENCY HONOR AWARDS

(The sum does not include deductions for approved out-of-cycle medals.)

Center	Civil Service Workforce ¹	Contractor Workforce ¹	Civil Service Multiplier (1.5%)	Non-Civil Service Multiplier ² (0.1%)	Sum ³
ARC	1,238	2,991	19	3	22
DFRC	547	708	9	2	11
GRC	1,585	1,871	24	2	26
GSFC	3,080	8,995	47	9	56
HQ	1,185	477	18	2	20
JPL	5,497	260	83	2	85
JSC	3,276	18,086	50	18	68
KSC	2,105	12,278	32	13	45
LaRC	1,878	1,473	29	2	31
MSFC	2,580	4,706	39	5	44
NSSC	129	351	2	2	4
SSC	264	1818	4	2	6
Total	23,364	54,014	356	62	418

NOTES:

¹ The civil service workforce is the number of on-duty employees (including part-time and full-time permanent, terms, and interns: excluding employees on Leave Without Pay (LWOP), students, and temporary appointments). The contractor workforce is comprised of each Center's onsite and near-site prime and support service contractors. This data is current as of May 31, 2009, and all fractions have been rounded to up the nearest whole number.

² For Centers where the contractor workforce baseline is less than 2,000, two non-civil service medals are allocated.

³ Nominations for EAAM, ETAM, EEAM, ESAM, EEOM, EBM, OLM, GAA, PSGAA, or COA are exempt from these allocations. Additionally, nominations of Shuttle or International Space Station crewmembers and Lead Flight Directors for participation in spaceflight missions are exempt from these allocations.

PART 3: DESCRIPTION AND CRITERIA OF AGENCY HONOR AWARDS

Distinguished Service Medal (DSM) - Is awarded to any individual in the Federal service who, by distinguished service, ability, or courage has personally made a contribution representing substantial progress to the NASA mission in the interest of the United States. The contribution must have been so extraordinary that other forms of recognition by NASA would be inadequate. This is the highest honor that NASA confers.

Distinguished Public Service Medal (DPSM) - Is awarded to any individual who is not an employee of the Federal Government or was not a Government employee during the period in which the service was performed. The award is granted only to individuals whose distinguished accomplishments contributed substantially to the NASA mission. The contribution must have been so extraordinary that other forms of recognition by NASA would be inadequate. This is the highest honor that NASA confers on a non-Government individual.

Outstanding Leadership Medal (OLM) (Government employees only) - Is awarded for notably outstanding leadership that affects technical or administrative programs of NASA at an organizational, directorate, Agency, Government, or industry level. It is awarded for the sustained contributions of a leader's effectiveness in advancing the Agency's quality result, and building the organization's capacity for future performance while exemplifying NASA values in the work environment. The criteria are as follows:

- Demonstrated excellence in leadership performance (Reference performance plans for GS and SES employees).
- Consistent and exemplary behavior that models NASA's core values and promotes these values within the Agency.
- Complexity of effort in terms of projects, organizations, or a wide range of personnel.
- Innovative approaches used in the conception, design, or execution of projects, programs, initiatives, and activities.
- Impact and importance of work achievements to NASA's missions and image that are created by the individual's contributions and efforts.

Exceptional Achievement Medal (EAM) - Is awarded to any individual in the Federal service for a significant, specific accomplishment or substantial improvement in operations, efficiency, service, financial savings, science, or technology which contributes to the NASA mission. The criteria are as follows:

- Work-related achievements yielding high-quality results and/or substantial improvements that support NASA's mission or organizational accomplishment.
- Innovative approaches used in the conception, design, or execution of the individual's work.
- Impact and importance of the individual's achievement to the NASA Mission Directorate's, the Center's, or organizational component's goals and image.

Exceptional Service Medal (ESM) - Is awarded to any individual in the Federal service for significant, sustained performance characterized by unusual initiative or creative ability that clearly demonstrates a substantial improvement which contributes to NASA programs. The criteria are as follows:

- Excellence and recognition of achievement that have set a benchmark for which others may strive.
- An innovative approach used in the conception, design, or execution of the Agency's projects, programs, initiatives, and activities.
- Impact and importance of the individual's service to NASA's mission and image.

Exceptional Scientific Achievement Medal (ESAM) - Is awarded to both Government and non-Government individuals for an unusually significant scientific contribution toward achieving NASA's mission. This award may be given for individual efforts that have resulted in contributions of fundamental importance in this field or have significantly enhanced the understanding of this field. The criteria are as follows:

- Accomplishments are far above others in quality or excellence--a rare, outstanding, clearly superior achievement.
- This is a prestigious scientific award for specific, concrete scientific achievement(s). (More credit will be given for recent contribution(s), except in unusual circumstances where a contribution was overlooked at the time it occurred).

Exceptional Engineering Achievement Medal (EEAM) - Is awarded to both Government and non-Government individuals for unusually significant engineering contributions toward achieving NASA's mission. This award may be given for individual efforts or application of engineering principles/methods that have resulted in contributions of fundamental importance in this field or have significantly enhanced the understanding of this field. The criteria are as follows:

- Accomplishments are far above others in quality, scope, and impact.
- Accomplishments are explicit, demonstrate results, and are perceived as outstanding or significant by peers and impacted target groups. (More credit will be given for recent contribution(s) except in unusual circumstances where a contribution was overlooked at the time it occurred.)

Equal Employment Opportunity Medal (EEOM) - Is awarded to both Government and non-Government individuals for outstanding achievement and material contribution to the goals of NASA's Equal Employment Opportunity Programs either within the Government or within community organizations or groups. The criteria are as follows:

- Accomplishments are clearly superior in quality, scope, and impact.
- Accomplishments are explicit, demonstrate results, and are perceived as outstanding or significant by peers and impacted target groups. (More credit will be given for recent contribution(s) except in unusual circumstances where a contribution was overlooked at the time it occurred).

Exceptional Technology Achievement Medal (ETAM) - Is awarded to both Government and non-Government individuals for technology contributions achieved in one of the following areas:

- Early technology development significantly contributing to NASA's mission.
- Exemplary collaborative effort in achieving significant technology transfer.
- Exceptional utilization of a NASA-developed technology resulting in a significant commercial application.

Exceptional Administrative Achievement Medal (EAAM) - Is awarded to any individual in the Federal service (NASA Classification 500 Group clerical/assistant and related support positions only) for a significant, specific accomplishment or contribution characterized by unusual initiative or creativity that clearly demonstrates a substantial improvement in administrative support contributing to NASA's mission, such as:

- Exceptional initiative in carrying out office/program support activities that resulted in improved processes and operations.
- Development and improvement of administrative support methods and processes that resulted in substantial benefit to the office or program.
- Notable competence and resourcefulness in accomplishing and improving office/program processes and operations.

Exceptional Bravery Medal (EBM) - Is awarded to both Government and non-Government individuals for exemplary and courageous handling of an emergency by an individual who, independent of personal danger, has acted to prevent the loss of human life and/or Government property.

Exceptional Public Service Medal (EPSM) - Is awarded to any individual who was not a Government employee during the period in which the service was performed. This award is given for exceptional contributions to NASA's mission.

Group Achievement Award (GAA) - Is awarded to either a group of Government employees or a group comprised of both Government and non-Government personnel for an outstanding accomplishment through the coordination of many individual efforts which have contributed substantially to NASA's mission, with explicit consideration given to: (1) the quality of results and the level of impact on NASA programs or operations; (2) effective management of cost and schedule; (3) customer satisfaction; (4) team growth and capacity for future contribution; and (5) additional credit for development of innovative approaches, use of and contributions to lessons-learned data banks, and/or success in responding to unforeseen crises.

Public Service Group Achievement Award (PSGAA) - Is awarded to a group of non-Government personnel for an outstanding accomplishment while participating in a significant program or project that has contributed substantially to NASA's mission, with explicit consideration given to: (1) the quality of results and the level of impact on NASA programs or operations; (2) effective management of cost and schedule; (3) customer satisfaction; and (4) additional credit for development of innovative approaches and/or success in responding to unforeseen crises.

Certificate of Appreciation (COA) - Is awarded to both Government and non-Government individuals in recognition of an outstanding accomplishment which has contributed substantially to NASA's mission.

PART 4: DEMONSTRATED RELEVANCY TO NASA'S MISSION, STRATEGIC GOALS, AND CORE VALUES, AS WELL AS NASA'S AWARDS VISION

NASA's Mission

To pioneer the future in space exploration, scientific discovery, and aeronautics research.

NASA's Strategic Goals

- Fly the Shuttle as safely as possible until its retirement, not later than 2010.
- Complete the International Space Station in a manner consistent with NASA's International Partner commitments and the needs of human exploration.
- Develop a balanced overall program of science, exploration, and aeronautics consistent with the redirection of the human spaceflight program to focus on exploration.
- Bring a new Crew Exploration Vehicle into service as soon as possible after Shuttle retirement.
- Encourage the pursuit of appropriate partnerships with the emerging commercial space sector.
- Establish a lunar return program having the maximum possible utility for later missions to Mars and other destinations.

NASA's Core Values

Safety--NASA's constant attention to safety is the cornerstone upon which we build mission success. We are committed, individually and as a team, to protecting the safety and health of the public, our team members, and those assets that the Nation entrusts to us.

Teamwork--NASA's most powerful tool for achieving mission success is a multidisciplinary team of competent people. The Agency will build high-performing teams that are committed to continuous learning, trust, and openness to innovation and new ideas.

Integrity--NASA is committed to an environment of trust built upon honesty, ethical behavior, respect, and candor. Building trust through ethical conduct as individuals and as an organization is a necessary component of mission success.

Mission Success--NASA's reason for being is to conduct successful space missions on behalf of this Nation. We undertake missions to explore, discover, and learn. And we believe that mission success is the natural outcome of an uncompromising commitment to technical excellence, safety, teamwork, and integrity.

NASA's Awards Vision

At NASA, awards are given...
 for the right contribution...
 to the right people...
 in the right way...